

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

BUDGET ANALYST

PRIMARY FUNCTION: Under supervision of the Director of Fiscal Services, assists in the planning, organization, and development of budgetary projections and preparation for collective bargaining, including preparation of budget development spreadsheets, inter-fund transfers and deposits; Performs related budget analysis work. Works closely with Assistant Superintendent of Business Services, or designee, to provide budgetary data for use by collective bargaining negotiating team and Board of Trustees in preparation for Association negotiations, and, as such, is a member of the confidential employee classification.

DIRECTLY RESPONSIBLE TO: Director of Fiscal Services

MAJOR DUTIES AND RESPONSIBILITIES:

Develops budgetary projections and preparation for collective bargaining

Prepares budget development spreadsheets, inter-fund transfers and deposits

Prepares data for use by collective bargaining negotiating team and Board of Trustees

Maintains appropriate records and journals related to collective bargaining proposals and negotiating strategies

Prepares confidential financial reports for presentation to the Board of Trustees in closed session, relating to collective bargaining proposals and negotiating strategies

Completes hourly program reports

Calculates, codes, and distributes local, state, and federal revenues received by the District to the appropriate funds

Prepares all required associated reports and forms for submission to appropriate agencies; maintain a complete set of financial records for District categorical resources

Reviews County transfers and documentation for changes to holding accounts and clears to specific account numbers in a timely fashion

Assists with the preparation of the annual budget requests and maintains continuous budget accounts as required

Develops annual budget development spreadsheets

Reports on anticipated or possible deficits, surpluses, and general condition of the District

Evaluates income and expenditures for conformance with the State Accounting Manual

Prepares quarterly budget revision report for presentation and adoption by the Board of Trustees

Initiates and recommends budget adjustments and amendments

Computes and requests transfers between funds and other accounts

Monitors monthly income and expenditure reports

Acts as a resource for budgetary information related to collective bargaining proposals and negotiating strategies

Monitors cash balance of District funds and invoicing

Prepares inter-fund transfer reports

Coordinates invoicing for the District

Assists with District cash flow projections and reports for the Assistant Superintendent of Business Services and Superintendent

Maintains capital inventory according to federal standards

Performs other duties as assigned

DESIRED QUALIFICATIONS: To perform the job successfully, employee must be able to perform essential duties satisfactorily.

- Knowledge of collective bargaining processes
- Advanced accounting and double-entry bookkeeping principles and procedures
- Data processing, as related to financial recordkeeping
- Appropriate laws, codes, regulations, requirements, and standards related to assigned area(s) of responsibility
- Basic office methods, practices, and procedures, including financial recordkeeping
- Standard English usage, spelling, grammar, and punctuation
- Standard office machines, including computers and software applications for the specific areas of responsibility
- Financial software and state software programs
- Experience working in public school accounting field

ABILITY TO:

- Respond promptly to requests to provide needed information, assistance, training, materials, and resources
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files
- Maintain an orderly work environment and perform tasks in prescribed and safe manner
- Establish and maintain cooperative working relationships
- Perform mathematical calculations with speed and accuracy, reconcile differences using mathematical skills and understanding of financial recordkeeping systems
- Locate and provide data found in a variety of fiscal accounts and transactions
- Effectively communicate in both oral and written form
- Advanced computer literacy
- Maintain confidentiality and engender trust

EXPERIENCE:

- Three years of increasingly substantial and responsible experience in the maintenance of financial records within a collective bargaining context

EDUCATION:

- Formal or informal education or training, which ensures the ability to read and write at a level for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities
- Substantial training in bookkeeping or accounting applied to school finance
- High School Diploma
- AA Degree, Accounting

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of the Budget Analyst (Confidential). These physical requirements include:

1. Some periodic handling of light or medium weight parcels, supplies and equipment up to 20 pounds.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoor work environment with exposure to wide ranges of temperatures.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.
The work year for this position is 260 days.